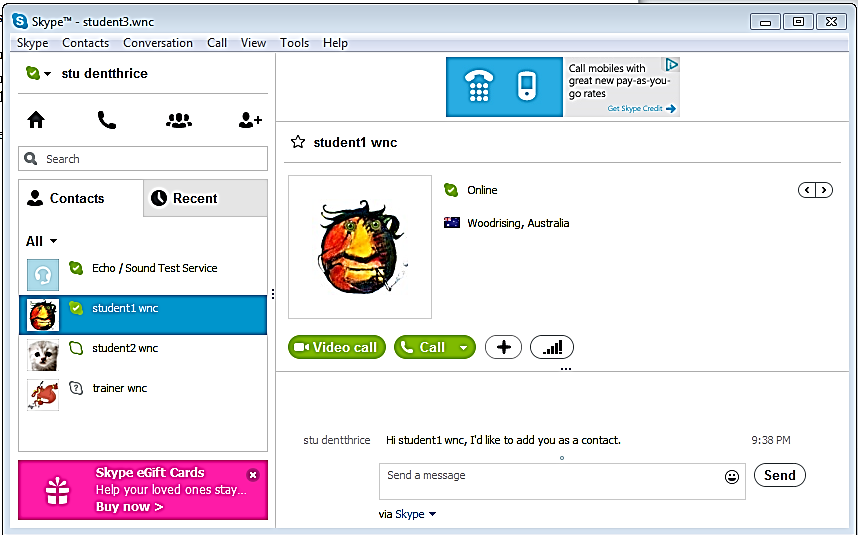
The Skype screen

Status of the selected contact

Add a contact

Call landlines and mobiles

Name of person currently logged into Skype



Details pane for the currently selected contact

**Options during a call**

* Send a File
* Send video message
* Send contacts
* Share screens
* Add people to the call

Make a video call

Make an audio call

Emoticons (aka smileys)

Text message panel (chat)

|  |  |
| --- | --- |
| Skype Task | Steps to do |
| To download and install Skype on a PC | * Go to [www.skype.com](http://www.skype.com) * Click ‘Downloads’ * Click ‘Get Skype for Windows desktop’. The download will start automatically, or a prompt will appear. Click Run or Save and follow the steps on the page. * The page explains the steps. It also has links to get Skype for a tablet or smartphone |
| To create a free Skype account | **Note** If you already have a Microsoft or Facebook account then you can skip this step and use one of those.   * Go to [www.skype.com](http://www.skype.com) * Click ‘Sign In’ * Click the ‘Create an Account’ tab. * Fill in all the boxes with a ‘\*’ symbol. Always provide minimal info. * You Skype name has to be unique and without any spaces. Don’t expect to get Fred or Mary as they have long since gone. Try something like your initials, followed by au for Australia – eg fpsau, or f\_p\_smith or f-p-smith * The password has to be at least 6 characters and a mix of letters and numbers * Type the 2 pieces of ‘captcha’ text separated by a space. * Click ‘I Agree – Continue’ * Once the account is created then you can edit your profile and other account settings. Or you can do all that when you first start Skype, or you do it at any time within the Skype program |
| Add a Contact | * Click the ‘**Add a Contact’** button * Enter their skype ID (best), or email address they used with Skype. Or try just entering their name but you will get a lot of results. * Click the required contact * In the right pane, click **‘Add to Contacts’** and then **‘Send’** a contact request asking them to agree to be a contact of yours. * They will then appear in your contacts list with a **‘?’** symbol to indicate they have yet to accept your request. |
| Call a Skype contact | * On the **Contacts tab**, click their name. * Then click the ‘**Call Phone**’ or **‘Video Call**’ button Note: You can change between Video and Audio during the call. |
| Add more persons to a Skype call | * In the details pane, click the **‘+’ button** * Locate the contact(s) to be added * Click **‘Add to Call’** when you’ve completed adding contacts |
| Send a file during a Skype call | * In the details pane, click the **‘+’ button**, then **Send a File** * Locate the file to send and then click Open. File sending will start. Note: The receiver needs to click Save As to receive the file. |
| Send a Skype chat message. | * On the **Contacts tab**, click the required contact * In the details pane, type your message and then **Enter (or click Send)** Note: If the contact is offline then the chat message will appear on their Recent tab when they do log in. |
| Share your desktop screen or an open window | * You must be having a video or audio call first * Click the **‘+’ button**; select **Share Screens.** The default is to share your whole desktop. To share just a window then click the down arrow and select ‘Share Window’ |
| Call a landline or mobile phone (anywhere) | * Click the **Call phones** button.  Note: calls to 1800 numbers are free. All other numbers require you to have Skype credit or a Skype Subscription (Skype Premium) * Test by calling 1800 075 341, 1800 267 785 |
| Task: Find out the current Pay As You Go (PAYG) call rates to landlines and mobiles | * Click the **Call phones** button * Click **See all rates** link * **Select a country** to see its call rates * In the PAYG section, click **View all PAYG calling rates** * Note that connection fees may apply |
| Accept a contact request | * Contact requests (and other messages) will appear on your **Recent tab** * Click the **Recent tab** and then the request * Click **Accept.** This will automatically add this person to your Contacts. |